



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



OP Memorandum No. 480
Series of 2024

TO: Queen-ever Y. Atupan, Cash Division Head

RE: Ensuring Dated Official Receipts and Invoices

FROM: DR. PROSE IVY G. YEPES
University President

DATE: May 30, 2024

We have received Audit Observation Memorandum (AOM) No. 2024-010 from the Commission on Audit (COA) dated May 24, 2024, regarding procurement transactions that lacked properly dated supporting documents.

You are hereby directed to check that the official receipts and sales or charge invoices issued by the payees/suppliers are dated.

COA expects your response to the aforementioned audit observations within five (5) calendar days from receipt of their memorandum.

For your information and usual support.

cc: File
OIC Audit Team Leader
VPAF

OFFICE OF THE PRESIDENT

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